

EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCESS

Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

If Behavior Persists



3 days Complaint, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported within 72 hours to the first General Courts-martial Convening Authority in the Chain of Command. Provide a progress report to the GCMCA authority 21 days after the date on which the investigation commenced and 14 days thereafter.

14 days The commander of the investigating office appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) to discuss the outcome and result's. A 30 day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first general Officer in the Chain of Command. Complainants must be notified of extensions.

7 days The complainant and/or subject(s) of the complaint have 7 calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation and actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at the level rest with the general Courts-Martial Convening Authority.

30-45 days 30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.

